

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



FINANCIAL SERVICES OFFICER LONG BEACH POLICE DEPARTMENT

The City of Long Beach is seeking an innovative manager who will provide experienced leadership in the Fiscal Division of the Long Beach Police Department.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



POLICE DEPARTMENT

The Long Beach Police Department has over 1,200 employees with a budget of \$209 million. The mission of the Financial Bureau is to strategically identify resources for the Department's operation needs in an expedient manner. The Bureau's core services include the purchasing, accounting, grants administration, security contracts and budget development functions of the Department. The Bureau is supported by 10.96 FTEs assigned to the Accounting, Purchasing, Grants Administration, and Budget Management Sections.

THE POSITION

The Financial Services Officer is an at-will management position. This is an exciting and challenging opportunity with much expected from the selected individual. Typical duties of the position include but are not limited to, the following:

- Oversee the operations of the Purchasing and Accounting Sections of the Bureau
- Manage the day-to-day operations related to procurement, contracts administration, accounts receivables and accounts payable
- Responsible for staff development, training, supervision and evaluation of 5.0 full time employees
- Leads all department-wide procurement efforts such as Invitation to Bids and Request for Proposals in compliance with the City's procurement regulations
- Maintains proactive communication with the department's managers and Purchasing Coordinators on purchasing policies and provides training on the procurement process
- Manages the administration of contract agreements according to City Municipal Code and City policies/procedures
- Oversees the grants accounting and reimbursement process
- Leads staff in the development of monthly and quarterly financial reports to be presented to the Department's Executive Management Team
- Assists the Bureau Manager in the development and monitoring of the Department's \$209 million budget
- Communicates effectively, both orally and in writing with a diverse audience, which include sworn and civilian staff, City Council and community groups
- Responsible for fiscal policy development and implementation

THE IDEAL CANDIDATE

The ideal candidate will have the ability to effectively interact with all levels in the organization; have experience with direct/indirect supervision; detailed analytical skills; extensive understanding, usage and hands-on experience with the City's FAMIS/ADPICS/BPREP systems; a strong work ethic; the willingness and ability to work beyond the normal work schedule to complete projects in a timely manner; skills to manage diverse functions and staff; the ability to work with a large and complex budget; flexibility to adjust work priorities as necessary; and knowledge of City administrative and financial policies and procedures.

Experience + Education

1. Graduation from an accredited university or college with a Bachelor's degree in Public Administration, Business Administration, or a closely related field. A Master's degree is highly desirable.
2. Five years of professional administrative experience in the field of government Finance/Business Operations; three years of which must have been in a lead capacity of overseeing a significant project, program, or team. Public sector experience is highly desired. Can substitute experience for education.

Professional Attributes: The attributes that best describe the new Fiscal Services Officer :

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| ▪ Highly organized, multi-tasker | ▪ Ethical with a high level of integrity |
| ▪ Participative and inclusive management style | ▪ Embraces ideas and contributions from others |
| ▪ Self-motivated | ▪ Dedicated to quality service |
| ▪ Effective negotiator | ▪ Creative, strategic thinker |
| ▪ Results oriented | ▪ Strong project management / technical skills |
| ▪ Direct communicator with superior interpersonal skills | ▪ Exercises good judgment |

SALARY + BENEFITS

The midpoint for this position is \$95,000. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

APPLICATION PROCESS

This recruitment will close at **4:30 p.m. on Friday, November 20, 2015**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also attach PDF responses to the online supplemental questionnaire.

The City anticipates inviting a smaller group of finalists for further interviews shortly after the recruitment closes. An appointment will be made following the completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Administration Bureau at (562) 570-5830.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

SUPPLEMENTAL QUESTIONS

Please submit your written response to the following questions in PDF format. Responses are to be no more than two pages per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process for Financial Services Officer.

1. Municipal operations should always be focused on improving effectiveness and creating new efficiencies. Please give an example of a complex process or policy change you have led. Describe the process, the involvement of interested parties, the role of your direct involvement, the outcomes and the implementation. What indicators were used to measure outcomes? Was the effort successful? Why or why not? Knowing what you know now, what should have been done differently?
2. What are your standards and expectations regarding internal and external customer service? In what ways do you monitor and evaluate the quality of service your operation delivers?
3. Please describe leadership principles that influence the manner you manage staff and work within a team setting.